

<?xml encoding="UTF-8">

5153.201-91 Sample ordering officer appointment letter.

Use the sample ordering officer appointment letter format in AFARS 5153.303-2 to appoint an ordering officer in accordance with AFARS 5101.602-2-92. Use official letterhead and follow standard procedures for correspondence. Address the appointment to the individual by name, including rank or grade, and full mailing address.

Parent topic: [5153.201 Federal acquisition system.](#)